SUBJECT: The May 2000 Automated Directives System (ADS) Notice

All written guidance related to Agency-wide operating procedures
is produced and disseminated through the ADS. This includes the
reengineered ADS chapters, currently active portions of the old
Handbooks, Agency policies, contract information bulletins,
Agency Policy notices, and all delegations of authority.

This monthly notice is divided into three sections:

Section I: This section lists the policy notices that are
                   not included on ADS CD 17, but are posted to the
                   ADS web site. Policy notices are posted to the
                   ADS web site 3 to 10 business days after they
                   are issued.

Section II: This section pertains to ADS tips.

Section III: This section describes the ADS and provides
                   instructions for accessing the ADS CD. It is a
                   repeat from the prior month's notice.

                       SECTION I

Policy Notices Since ADS Compact Disk (CD) 17

All Agency personnel have access to USAID/General Policy Notices
and should read and assimilate the new policies. The notices are
distributed each evening from the Notice Sender mailbox to
everyone in USAID/W and to specific mailboxes within the
Missions.

A number of USAID/General Policy Notices have been issued since
the release of ADS CD 17.

Please note:

*   ADS CD 17 is accessible to ALL USAID/W employees via the
       Local Area Network (LAN). ADS 17 CDs were mailed to the
       Missions Monday February 7, 2000. If you are in USAID/W and
       unable to locate ADS CD 17, please contact the IRM Help Desk
       for assistance.

*   ADS CD 17 material and Policy Notices are also accessible
       via the ADS web site.

       ADS intranet: < http://inside.usaid.gov/ADS >
       ADS Internet: < http://www.info.usaid.gov/pubs/ads >

Policy Notices not included on ADS CD 17 but posted to the ADS
Web site:

NOTICE Name/No.	DATE	SUBJECT

APRIL 2000

0427	04/24/2000	ADS 253: Training for Development Impact
0420	04/13/2000	ADS 545, Automated Information Systems Security
0407	04/06/2000	ADS 552, Classified Automated Information Systems Security

MARCH 2000

0353 0353a,0353b, 0353c,0353d	03/31/2000	Issuance of Revised ADS Chapter 501, Automated Directives System
0345	03/24/2000	National Industrial Security Program
0341	03/22/2000	2000 Annual Filing Requirement for the Public Financial Disclosure Report (SF-278) (Rev. 6/94) Covering Calendar Year 1999
0338 0338a	03/21/2000	Electronic Records Disposition Schedule, a revised Mandatory Reference for ADS 502
0330	03/16/2000	Recent Developments in Leave, to be included in ADS 480
0307	03/01/2000	Revision of the Foreign Service Precepts for Employee Performance Evaluation, the Annual Evaluation Form (AEF) and the Skills Feedback Worksheet

FEBURARY 2000

0229	02/16/2000	Issuance of Closeout Procedures for Interagency Agreements to be included in ADS 306
0222, 0222a,0222b, 0222c	02/11/2000	Implementation of FY 2000 Population Certification Requirements
0217	02/07/2000	Issuance of ADS Chapter 603, Forward Funding Guidance

JANUARY 2000

0148	01/28/2000	Non-Presence Programming Procedures - Interim Update of ADS 201 and Related Guidance
0147	01/28/2000	Discontinuation of Registration of Local Private Voluntary Organizations (LPVOs)
0146	01/28/2000	Correction -Issuance of Revised ADS Chapter 302 - USAID Direct

Electronic Copies:

*   Policy notices may also be obtained by sending an e-mail to
        < Notice Mailbox@M.AS.IRD@AIDW >.

*   CIBs issued since ADS CD 17 are found on the M/OP web page:
        < www.info.usaid.gov/procurement_bus_opp/procurement/cib >

CIBs issued prior to ADS CD 17 are also available on the M/OP web
page. CIBs may also be obtained from M/OP/POL, (202) 712-0610.

                            SECTION II

Helpful TIPS when using the ADS and ADS CD

Each month we will include ADS content and/or ADS CD helpful
tips. This month's tips pertain to writing or updating an ADS
chapter or reference and locating two helpful ADS lists.

Q.1   I was tasked with updating an ADS chapter and
        reference. Do I have to convert my ADS chapter to the new
        format and Plain Language?
A.1   Yes. Please see revised ADS 501 released 03/31/00 as a
        Policy Notice and send an e-mail to ADS@M.AS.IRD@AIDW when
        you are ready to update or create
        an ADS chapter or reference.

Q.2   Where can I find a list of responsible office/points of
        contact for ADS chapters on both the ADS CD and ADS web
        site?
A.2   This list is a Mandatory Reference for ADS 501 and can be
        found on the ADS web site at
        < http://www.info.usaid.gov/pubs/ads/500/501maa_033100.pdf >
        and on each ADS Series web page. This list is also found on
        the ADS CD in ADS 501 and in the Resource Library.

Q.3   Where can I find a list of the current ADS chapters on the
        ADS CD and ADS web site?
A.3   This list is an Additional Help document (or Supplementary
        Reference) for ADS Chapter 527. The title of this reference
        is "Entire List of Cleared ADS CD 17 ADS Chapters" (File
        name 5276s3a). This reference is updated for each ADS CD
        release. Additionally, it is also housed on the ADS web
        site at
        < http://www.info.usaid.gov/pubs/ads/500/5276s3a.pdf >.

                            Section III

What is the ADS?

The ADS sets forth the Agency's policies and essential
procedures, as well as mandatory and supplementary informational
references. It contains six functional series, interim policy
updates, valid AID Handbook chapters, a resource library, and a
glossary.

The functional series consist of ADS chapters that have been
written in a standardized format. The six functional series are
as follows:

        Series 100   Organization and Executive Management
        Series 200   USAID Program Assistance
        Series 300   Acquisition and Assistance Agreements
        Series 400   Personnel
        Series 500   Management Services
        Series 600   Budget and Finance

Other Sections of the ADS:

*   The Interim Updates are USAID/General Policy notices that
are not yet in the standardized format. Over time, the Interim
Updates will be incorporated into the appropriate ADS chapter.

*   The AID Handbook Series includes the few Handbook chapters
that are still valid, and serves as a cross reference between the
Handbooks and ADS chapters in the functional series.

*   The Resource Library contains the Mandatory and
Supplementary References. Mandatory References are the
Government's regulations and other material that the Agency must
follow. Supplementary References provide helpful information
pertaining to the Agency's policies and procedures.

*   The Glossary defines terms found in the Functional Series.

Updates: The ADS is updated quarterly via a CD. The latest
version of the ADS CD (formerly known as DR-CD) is 17.

How Do I Access the ADS CD?

The ADS in its entirety is located on the ADS CD. If you are in
USAID/Washington, please follow the steps listed below. If you
are in the field, access may be obtained via a CD-ROM reader.

USAID/W Users:

        Step 1.   Click on the Windows "Start" Button
        Step 2.   Click on "NetApps"
        Step 3.   Click on "CDNET"

Congratulations! You have successfully accessed the CD Tower.
The steps from here on are the same as they were when you used
Windows 3.1.

        *Step 4. Click on "ADS"

Step 5. Click on the "Run" button

*If you do not see the ADS CD listed, please click the "Search"
button located in the bottom left hand corner of the gray box
that appears on your screen. The system will then update your
list of CDs.

The gray box will disappear from the screen for a moment and then
the ADS CD will appear. If the ADS CD does not appear, please
close the CDNET program and repeat steps 1 through 3.

Components of the ADS may also be accessed via the intranet and
the Internet. These sites currently do not contain the valid
Handbook chapters, but a list of which Handbook chapters are
still valid is included on the ADS web site.
Additionally, the Internet (unlike the intranet) does not have
Interim Updates for Series 100 and 500.

USAID/General Policy Notices are placed on the web sites either
as Interim Updates or as a new or revised ADS chapter and/or
reference (replacing the old ADS material, if any), within 3 - 10
business days of their issuance. Therefore, the ADS web sites
will reflect policy updates sooner than the ADS CD. ADS material
may be obtained by accessing:

        1.   The ADS intranet home page is found by accessing the
                USAID intranet Home page at:

                < http://inside.usaid.gov >

                (Please note, this is a new web address for the USAID
                intranet home page.)

                Then click once on the word "ADS" This link will take
                you to the USAID intranet home page

                < http://inside.usaid.gov/ADS >

        2.   The ADS Internet home page is found by accessing the
                USAID Internet Home page at:

                < http://www.info.usaid.gov/ >

                The reader must then click once on the phrase
                "Publications/Partner Resources." Next, scroll down
                to the "ADS: Automated Directives System -- Formerly
                the USAID handbooks" link. Click once on this link
                and it will take you to the ADS Internet Home page:

                        < http://www.info.usaid.gov/pubs/ads >

Policy Notices:

You may also request an electronic copy of a Policy notice by sending an e-mail to < Notice Mailbox@M.AS.IRD@AIDW >.

Questions about the ADS? Please send an e-mail to < ADS@M.AS.IRD@AIDW >.

Point of Contact: Cynthia Staples, M/AS/IRD, (202) 712-0798 or you may send an e-mail to ADS@M.AS.IRD@AIDW.

Notice 0505